

Appendix I –Accessing Applications Using eGrants (External Reviewers)

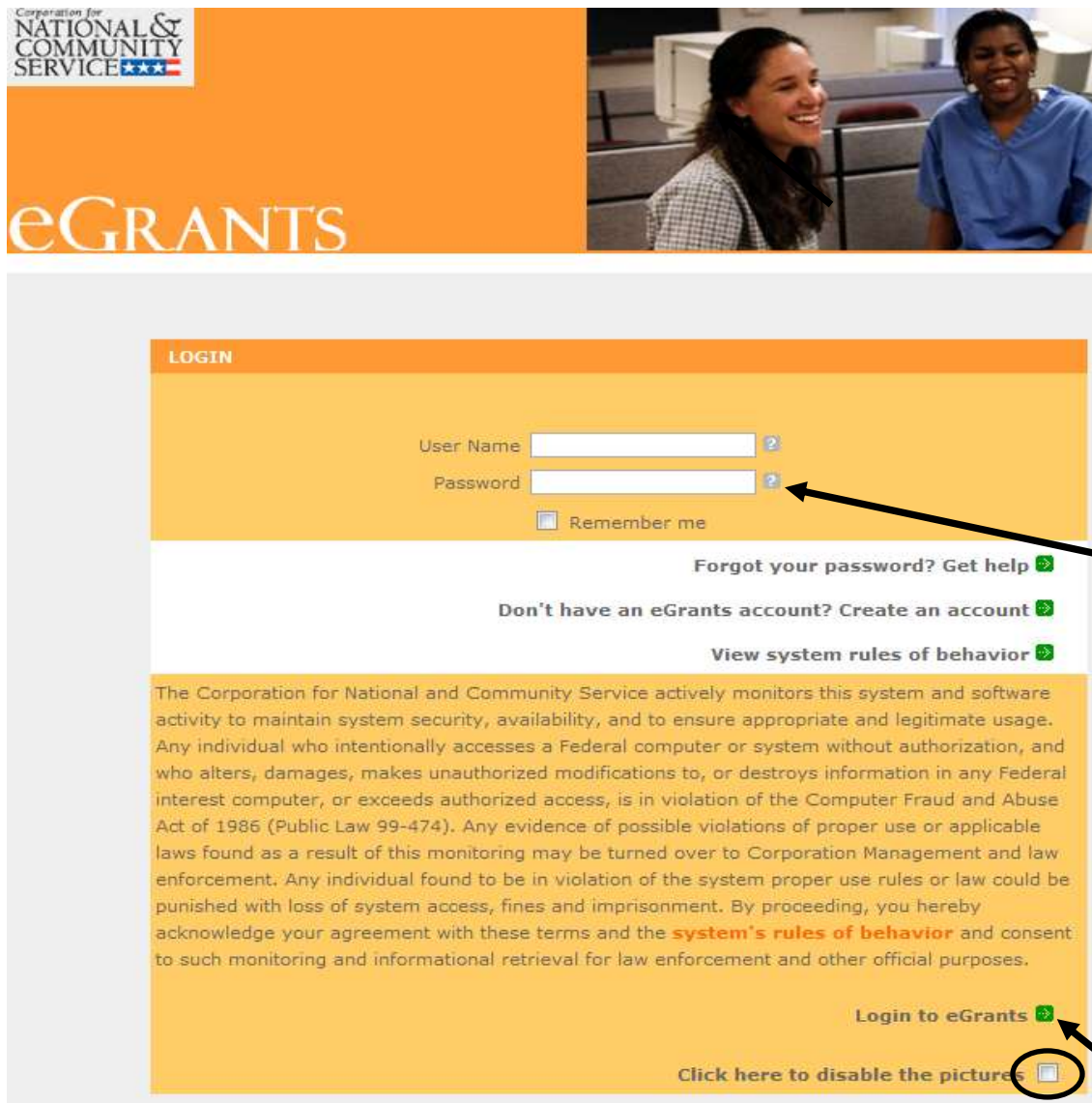
Below are step-by-step instructions for External Reviewers to access their application using eGrants to access the applications assigned to your panel. The process includes entering eGrants and downloading applications from eGrants.

The following graphic will help you understand the different ways that you will be using eGrants, on the one hand, and the website, on the other:

Step 1 – Enter eGrants

You should have an eGrants account and password prior to the start of the review. Go to CNCS's Web site, www.nationalservice.gov. Scroll down to the bottom of the page and click on the blue eGrants button, click on "eGrants Log In. Type in your User Name, Password, and click on the 'Login to eGrants' at the bottom of the page. If you are unable to enter eGrants, contact the National Service Hotline at www.nationalservice.gov/questions/app/ask or call 1-800-942-2677.

Check the "Click here to disable the pictures" box, to help open up your screens faster.



The image shows the eGrants login interface. At the top left is the logo for the Corporation for National & Community Service. To the right is a photo of two smiling women. Below the logo, the word "eGRANTS" is displayed in large white letters on an orange background. The main login area has an orange header with the word "LOGIN". It contains two input fields: "User Name" and "Password", each with a small question mark icon to its right. Below these fields is a checkbox labeled "Remember me". To the right of the "Password" field, a black arrow points to a small question mark icon. Below the login fields are three links: "Forgot your password? Get help", "Don't have an eGrants account? Create an account", and "View system rules of behavior". A large block of text contains a disclaimer about system security and usage. At the bottom right of this block is a link "Login to eGrants". At the very bottom of the page, there is a link "Click here to disable the pictures" with a small square icon next to it. A black arrow points to this icon, which is also circled in red.

Appendix I –Accessing Applications Using eGrants (External Reviewers)

Click on ‘*Current NOFA Review Panel*’ to find your assigned competition. Click on the “*review individual*” link to see the list of applications assigned to your panel.

SELECT A NOFA REVIEW PANEL TO EDIT

Current NOFA Review Panel

[→RSVP FY 2014 \(stg P1 pnl #1\)](#)

Previous NOFA Review Panel

[→RSVP FY 2013 \(Panel #8\)](#)

[review individual](#)

Step 2 – Obtain Applications

Click on the ‘*view/edit*’ link for the application you want to review (see screen shot on next page). Contact your GARP Liaison if this is a challenge.

An entire application consists of the following reports when compiled:

424 Face Sheet – PDF File

Budget Narrative – PDF File

Budget– PDF File

To print each complete application, or to save each one to your computer, select one of the three reports in the list above, and click on the GO button beneath the report name. This brings up a separate window using Acrobat Reader. You may save the application to your hard drive (if you have Acrobat Reader) or you may print it. To print, click on the Printer Icon on the Adobe screen toolbar. To save, click on the gray disk on the Adobe screen toolbar. Follow this procedure for each one of the three reports that compose a RSVP application.

VIEW/ENTER REVIEWER COMMENTS AND SCORES

RSVP FY 2014 Competition: Due Date - 09/10/2013

You are currently viewing **Ms. Femi Estrada-Petersen's** comments and scores.

Please select an application to view or to edit.

→The Senior's Community Foundation - ID #11KC090000	none	view/edit
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Click on the application ID# once to **Run** the Reports to access the three parts of the application.

Click on the ‘*Select a Report*’ box found on the bottom left of your screen.

Run Reports

Select a Report

GO

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You will need to run all three of the reports to review the application in its entirety.

If you are having difficulty running reports:

- ◆ Close out completely from eGrants
- ◆ Open up Adobe Acrobat Reader from your programs (there will be a blank screen)
- ◆ Leave Adobe Acrobat open
- ◆ Log into eGrants
- ◆ Run a report